EPA Official Record

Mail ID: 2b5c07bbd91443438180ab88e6ddee43

From: Aoyama, Joyce

To: Prezyna, Ann

Delivered Date: 03/21/2014 05:45 PM EDT

Subject: Instruction for Senior Officials' Calendars

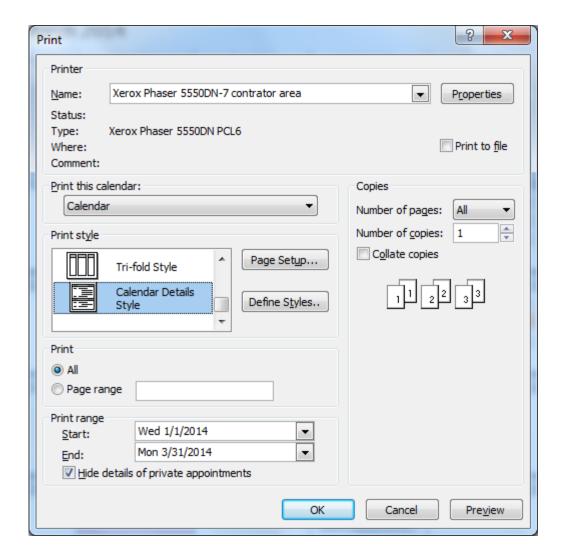
Ann,

Here're the instruction for the calendar:

Instructions for Printing Your Outlook Calendar (Jan 1 - March ??)

Open the calendar you wish to print in Outlook

- From the File menu select Print
- Under "Print Style " select "Calendar Details Style."
- Under "Print Range" select the date range you wish to print (1/1/2014-3/31/2014)
- Check the box for "Hide details of private appointments."
- When printing, selectAdobe PDF/Primo PDF as your printer and name the file, "Last Name, First Name 2014 Calendar, 1-1-14 to 3-31-14,



Thank you for your attention to this requirement. If you have any questions, please contact: Mike Wells, Records Liaison Officer @ x3-4252; or Joyce Aoyama (ASRC Primus), Contract Records Manager @ x3-2595, aoyama.joyce@epa.gov.

Thank you,

Joyce Aoyama Regional Records Manager ASRC Primus Solutions U.S. EPA-Region 10, CON-078 (206) 553-2595 voice; (206) 553-0714 fax